**CENTRE TOWNSHIP BOARD OF SUPERVISORS**

**JANUARY 2, 2024**

**RE-ORGANIZATION MEETING**

**MINUTES**

1. **APPOINT TEMPORARY CHAIRMAN AND SECRETARY**

The Centre Township Board of Supervisors held their annual Reorganization meeting on Monday, January 2, 2024 at the township municipal building located on Cold Storage Road.

* 1. **Upon a** **Burkholder/Kelly motion it was moved to make Colin Reynolds temporary chairman and Diana** **McPherson temporary Secretary to open the meeting.**

Meeting was called to order by Colin Reynolds at 7:00 pm on January 2, 2024.

1. **ELECTION OF OFFICERS**
   1. Chairman
      1. **Upon a Burkholder/Kelly motion, the Board unanimously voted to elect Colin Reynolds as Chairman of the Board.**
   2. Vice Chairman
      1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to elect Jason Kelly as Vice Chairman of the Board**
2. **APPOINTMENTS**
   1. Solicitor
      1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Linus E. Fenicle of Reager & Adler, PC, as Solicitor.**
   2. Secretary/Treasurer/Right to Know Office
      1. **Upon a Reynolds/Kelly motion, the Board unanimously voted to appoint Diana McPherson as Secretary/Treasurer/Right to know officer**
   3. Sewage Enforcement Officer
      1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Juniata Sewage Committee as Sewage Enforcement Officer**
   4. Alternate Sewage Enforcement Officer
      1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Lenny Sizer of Frederick, Seibert & Associates, Inc. as an Alternate Sewage Enforcement Officer**
   5. Administrative Roadmaster
      1. **Upon a Burkholder/ Kelly motion, the Board unanimously voted to appoint Colin Reynolds as Administrative Roadmaster**
   6. Assistant Roadmaster
      1. **Upon a Reynolds/Kelly motion, the Board unanimously voted to appoint Mitch Robb as Assistant Roadmaster**
   7. Auditors
      1. **Upon a Burkholder/Kelly motion, the board unanimously voted to appoint Renee Reynolds (elected for 6-year term) and Kyle McNaughton (elected for 4-year term) as Township Auditors**
   8. Tax Collector
      1. **Upon a Reynolds/Burkholder motion, the board unanimously voted to appoint Maria Metz Reisinger as Tax Collector with a 5% commission**
   9. COG Representative
      1. **Upon Reynolds/Kelly motion, the Board unanimously voted to appoint Ricky Burkholder to serve as Centre Township’s Representative and to the Perry County Council of Governments**
   10. Engineer
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Phil Brath from Gibson Thompson, Inc. as Township Engineer**
   11. Vacancy Board Chairman
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Jeremy Lockridge as Vacancy Board Chairman**
   12. Depositor Agencies
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint the Pennian Bank as the Township’s Depositor Agency for General Funds and PLGIT for State Funds and ARPF Funds**
   13. Insurance Agency
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Cupp Insurance as the Township’s Insurance Agency for the Municipal Insurance Package for 2024**
   14. Insurance Agency for Bonding
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to appoint Cupp Insurance as the Township’s Insurance Agency for the Treasurer’s Bond**
   15. Mileage Reimbursement Rate
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to set the mileage reimbursement rate at 67 cents per mile**
   16. Cap Tax Representative
       1. **Upon a Reynolds/Burkholder motion, the board unanimously voted to appoint Jim Swenson as Cap Tax representative for Centre Township**
       2. Cap Tax Alternate
          1. **Upon a Burkholder/Kelly motion, the board unanimously voted to appoint Jason Kelly as Alternate for Centre Township**
   17. EMC (Emergency Management Coordinator)
       1. **Upon a Burkholder/Kelly motion the Board unanimously voted to appoint Colin Reynolds as the Emergency Management Coordinator for Centre Township**
   18. Monthly BOS Meeting Dates (See attached, provided to Board)
       1. **Upon a Reynolds/Burkholder motion, the Board unanimously voted to hold the regularly scheduled monthly Board meetings on the first Tuesday of the month at 7:00 p.m. at the Township Municipal Building located on Cold Storage Road.**
   19. BIU as construction code inspectors
       1. **Upon a Reynolds/Kelly motion the Board unanimously voted to appoint BIU the Building Construction Inspectors for Centre Township**
3. **WAGES**
   1. Administrative Roadmaster
      1. **Upon a Burkholder/Kelly motion, the Board recommends that the Administrative Roadmasters wage increase 3%, to $29.23 per hour for 2024 (Wage to be set by Auditors)**

*Any working supervisors’ wages to be set by Auditors*

* 1. Assistant Road masters
     1. **Upon a Reynolds/Kelly motion, the Board unanimously approved to increase the Assistant Roadmasters wages 3%, to $23.10 per hour for 2024**
  2. Permanant Part-Time – Road Crew
     1. **Upon a Kelly/Burkholder motion, the Board unanimously approved to increase the Full-Time Road Crew rate 3% to 19.83 per hour for 2024**
  3. Temporary Part-Time – Road Crew
     1. **Upon a Reynolds/Burkholder motion, the Board unanimously approved the Part-Time Road Crew rate to remain $18.00 per hour for 202**
  4. Secretary/Treasurer
     1. **Upon a Reynolds/Kelly motion, the Board unanimously approved to increase the Secretary/Treasurer wage 3% to $18.43 per hour for 2024**

1. **TREASURER BOND** 
   1. Bond to be set by Auditors (Balance in General Account $550,000)
   2. **Upon a Reynolds/Burkholder motion, the Board recommends to the Auditors that the Treasurer’s Bond be set to $500,000 for the year 2024**
2. **ANNUAL RESOLUTIONS** 
   1. Appropriation of Funds- 2024-1
      1. **Upon a Reynolds/Burkholder motion, the board unanimously voted to adopt Resolution 2024-1, Appropriation of Funds for 2024**
   2. Engineering Fee Schedule – 2024-2
      1. **Upon a Reynolds/Kelly motion, the board unanimously voted to adopt Resolution 2024-2 for Engineering fees for 2024**
   3. Solicitor Fees 2024-3
      1. **Upon a Reynolds/Burkholder motion, the board unanimously voted to adopt Resolution 2024-3, Solicitor fees for 2024**
   4. Sewage Usage Fees- 2024-4
      1. **Upon a Reynolds/Kelly motion, the board unanimously voted to adopt Resolution 2024-4, Sewer Usage fees for 2024**
   5. SEO Schedule Fees- 2024-5
      1. **Upon a Reynolds/Burkholder, the board unanimously voted to adopt Resolution 2024-5, SEO Schedule fees for 2024**
   6. BIU Fees- 2024-6
      1. **Upon a Reynolds/Kelly motion, the board unanimously voted to adopt Resolution 2024-6, BIU fees for 2024**
3. **BIDDING REQUIREMENTS**
   1. Purchases and contracts below $12,600 require no formal bidding or written/telephonic quotations.
   2. Purchases and contracts between $12,600 and $23,200 require three written/telephonic quotations.
4. **HOLIDAY SCHEDULE**
   1. See attached, as provided to Board
      1. **Upon a Reynolds/Burkholder motion the board unanimously voted to determine employee Holidays observed to be the same as presented**
5. **ADJOURN** 
   1. **With all business resolved and upon a Reynolds/Burkholder motion, the Board unanimously voted to adjourn the meeting at 7:29 pm**

Respectfully submitted,

Diana McPherson

Secretary/Treasurer